



Foreign Affairs Handbook

4 FAH-3 – Financial Management Procedures Handbook

Change Transmittal: FMP-41

Date: August 1, 2007

4 FAH-3 H-390 CASHIER OPERATIONS

Changes

1. **4 FAH-3 H-395.3, Funding a Cashier Account, paragraph b:** In the third sentence of the paragraph, the receipt account has been corrected (20 1435).
2. **4 FAH-3 H-397.2-3, Verification of Funds Subcashier, paragraph a:** The third sentence of the paragraph has been corrected to read: "For consular subcashiers that routinely hold collections overnight...."
3. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
4. Revisions since the last update appear in *italics* and *dark magenta*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 4 FAH-3 H-390 (CT:FMP-38; 06-07-2007; 76 pages) and replace it with revised subchapter 4 FAH-3 H-390 (77 pages).

2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT: FMP-41, and initial.

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(RM/FPRA/FPMC)